

PROCEDURE FOR REMOTE ACCESS AND PUBLIC COMMENT AT BOARD MEETINGS

Danby Select Board and Planning Commission meetings are open to the public in person and remotely, but are not *public meetings* per se. Public attendees, both in person and remote participants, who wish to comment on agenda items will be given an opportunity at the beginning of each meeting to do so. As in the past, written communications may also be sent to the boards for consideration. Business is conducted and votes cast only by Board members. The *chat* feature is to only be used by remote participants to alert the host to technical difficulties, not for private conversations. To maintain order, as well as the efficiency of the meeting, the rules for public participation are:

Remote attendees will be muted by on-line host upon joining the meeting, remaining so unless recognized to speak. Participants should arrive on time and state their name for the record.

Those who desire to speak, in order to comment or question, should use the *hand raising* function and will be recognized in the order in which the hands were raised. Remote participants, when recognized, will unmute and clearly identify themselves by first and last name and the area of town in which they reside.

Comments and questions are limited to 2 – 3 minutes. Anyone who desires to speak longer than that should arrange to be placed on the agenda beforehand and appear in person at the meeting unless extenuating circumstances happen and the Board is contacted.

General ground rules are that speakers will not be interrupted; there will be no cross-talk between members of the audience; the speaker will treat the proceedings and other speakers with dignity and respect, addressing the issue and not personalities. If something is overlooked and needs to be discussed under New Business, the floor will be re-opened for public comment on that item.